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SPECIAL BULLETIN

OFFICE OF TRAINING



25X1A

[REDACTED] 14 July 1969

To: All Training Officers of the Agency
ADVANCED MANAGEMENT (PLANNING) (1-70)

DATES 24-29 August 1969 (Sunday afternoon-Friday afternoon)

LOCATION [REDACTED]

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OBJECTIVES

To increase individual effectiveness on the job by providing better understanding of planning as a managerial skill and familiarization with the Agency's overall planning system.

FOR

Unit chiefs who have a need for better understanding of planning methods and processes.

Staff officers who provide planning support to line officers.

Grade level: GS-13 and GS-14

DESCRIPTION

A one-week, residence (full-time) course which provides a systematic framework for managerial planning, identifies and analyzes basic styles of planning, covers selected techniques useful in planning, and provides an orientation on the Agency's overall PPB system. Developed under [REDACTED]

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[REDACTED]
active learning through pre-course work, team problem-solving, and case study. Formal lectures are kept at a minimum.

(Over, please)

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GROUP I
Excluded from automatic downgrading and declassification

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PRECOURSE WORK	Approximately 20 hours. Pre-course work and administrative information will be sent on or about Wednesday, 6 August 1969.
REGISTRATION	Limited to 45. Submit Form 73 to AIR/ISS/TR, Room 832 Glebe by Wednesday, 30 July 1969. No substitutions to be made after that date because of extensive pre-course work requirements.
TRAVEL ORDERS AND COST	Responsibility of participating office.
ADDITIONAL INFORMATION	On course content, call extension [REDACTED] On registration, extension [REDACTED]

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